EMPLOYER LETTERHEAD

Date

[Student Name]

[Student Address]

Dear [Student Name],

[Name of our company] is pleased to offer you an internship. The details of the position are outlined below.

* Employer address: (this must be a physical address tied to the employer)
* Student’s remote work address: (if the student is working remotely)
* Start date of employment:
* End date of employment:
* Number of work hours per week:
* General work responsibilities:
* How the position will be supervised: (example, we will have weekly )

If the student will work remotely while outside the U.S., the letter should include the statement:

“The student will participate in a remote internship while maintaining a full course load through UNC Charlotte and while remaining outside the U.S. We acknowledge that it is up to the student and the employer to investigate and fulfill any taxation or U.S. or foreign country regulatory requirements due to the student’s physical location.”​

Sincerely,

[Supervisor’s Signature]

[Supervisor’s Name]